



ENVIRONMENTAL PROTECTION AGENCY

Recommendation for Incentive Award

Instructions:

1. Awards should be based on EPA policy for award types, amounts and approval level (signature) requirements. For additional information on approval level requirements for awards, refer to the EPA Delegations Manual.
2. For detailed information on awards, review the EPA Recognition Policy and Procedures Manual.
3. Complete this form for all Individual Cash Awards (award amount less than \$5000 or FY cumulative is less than \$5000), On-the-Spot Awards (FY cumulative is less than \$5000) and Time-Off Awards.
4. Attach the completed form to the electronic Request for Award. **For Use with FPPS Only – Do Not Send Hardcopy to SPO**
5. Provide a copy of the completed form to the employee when the electronic award has been processed.

Employee Name: Jefferson, Gayle Employee ID #: (b) (6)
Position Title (optional): _____ PP-Series-Grade (optional): GS-15
Organization (optional): OMS/OA/FMSD

Type of Award: ☐ On-the-Spot Award (Individual Cash Award (Non-Rating Based) ☐ Group Cash Award
☒ Individual Cash Award (Non-Rating Based) ☐ Group Time Off Award
☒ Time Off Award

Total Amount of Award (\$): \$3,000.00 AND/OR Total Number of Hours: 18.00

Type of Benefits on which the award is based (Cash awards only): ☐ Tangible Benefit ☐ Intangible Benefit
Value of Benefit: ☐ Moderate ☐ Substantial ☒ High ☐ Exceptional
Extent of Contribution: ☐ Limited ☐ Extended ☒ Broad ☐ General

Narrative Justification for Award:

As the director of the Facility Management and Services Division (FMSD), Gayle's responsibilities span facilities and security operations/services, safety & health and transportation services at HQ. It is a very demanding position in the Office of Administration. Gayle routinely engages with HQ stakeholders and makes it a priority to demonstrate what great customer service looks like. Over the past year Gayle has responded to numerous building emergencies, pest complaints, and personnel issues and does so with a courteous smile and resolve to make things right. In addition to these daily occurrences, Gayle has begun a colocation effort to closeout the lease of the Potomac Yard facility. She has led her team through multiple meetings with program offices to develop and confirm a block and stack plan to efficiently support the consolidation. Offices from OMS, ORD, OIG and OCFO have moved to begin making room for hundreds of agency employees at the Potomac Yard building to return to the Federal Triangle. This activity will eventually result in the release of over 200,000 square feet of leased space, with an annual rent avoidance of over \$11M.

Gayle successfully oversaw the execution of the closing of the HQ Print Shop by September 30, 2019. She led the development of processes and procedures to work through the Government Printing Office to use FedEx-Kinkos and private print companies to complete all HQ print requests. Working with Headquarters program representatives, identified and provided necessary training for HQ staff responsible for managing print requests for their respective program offices. Closing of the print shop contract resulted in a \$400,000 annual savings for the agency and allow for more efficient use of space.

Gayle is a hands on leader and is making changes in FMSD that will result in greater success in the future. Her institutional knowledge of the organization and resolve are key to future successes of FMSD and OA.

As the Authorizing Official I certify with electronic signature (in FPPS) that all necessary concurrences have been gained for approval of this award in addition to verification that the award amount is not \$5000 or greater or that the FY cumulative award amount(s) for this employee is not \$5000 or greater.